

Exam: Food Service Officer IDOC- MQ exam 1/2016

Items 1-7 are POST requirements for this position.

Please read each question carefully. Some questions require a "no" answer.

Items 8-14 are also minimum requirements.

Items 15-18 is extra credit. They are not required, but if you have the experience listed it may increase your score.

Question 19 is a place for your to copy/paste your resume. Your resume is REQUIRED. If you do not provide it in response to question 19, you will fail the exam. Your resume should support your answers for the other questions.

You will be able to check your exam score online once your exam has been graded by a Subject Matter Expert, typically 2 weeks after the announcement closes.

Inaccurate or false information provided on this examination may result in your removal from this register. POST requirements will be verified through a background investigation conducted if you pass the written test.

1. Idaho law requires peace officers be certified by Idaho's Peace Officer Standards and Training Council ("POST"). The statutes and regulations of POST require that every peace officer be a citizen of the United States, and that citizenship must be established through:

- A birth certificate issued by the city, county or state and filed within one (1) year of birth;**
- Naturalization Certificate;**
- U.S. passport;**
- Consular Report of Birth Abroad or Certification of Birth; or**
- Certificate of Citizenship**

POST regulations also require that peace officers begin POST Basic Training Academy within six (6) months from the date of their appointment as a full-time officer. Can you now or within six months of hire do you anticipate you will be able to provide one of the forms of proof of citizenship required by Idaho's POST?

Please reference IDAPA 11.11.01 and IDAPA 11.11.04 at
<https://www.post.idaho.gov/rulesnregs/AdminRules.html>

- ☐ Yes
- ☐ No

2. (POST Requirement) Are you a high school graduate or do you possess a GED?

You will be required to provide proof of education (i.e., High School Diploma, GED Certificate, High School Transcript, Official College Transcripts (15 credits or more)).

- ☐ Yes
☐ No
-

3. (POST Requirement) Are you currently at least 21 years of age?

You will be automatically disqualified if you are not minimum 21 years of age.

- ☐ Yes
☐ No
-

4. (POST Requirement) Which of the following best describes your military experience?

If you have been in the military, you will be required to provide a copy of your Member 4 DD-214.

- ☐ I have never been in the military or have never received any military discharge paperwork.
☐ I have an Honorable, General (under honorable conditions), Uncharacterized or other military discharge.
☐ I have an Other Than Honorable, Bad Conduct or Dishonorable military discharge.
-

5. Have you ever been convicted of a sex crime, illegal drug crime, or crime of deceit in the last 5 years?

- ☐ Yes
☐ No
-

6. PHYSICAL AGILITY STANDARDS:

I have read, understand, and can complete the required POST Physical Agility

Standards and Requirements as listed below, AND

I believe I have no hearing, sight, or physical limitations that would prevent performance of duties as a food service officer.

POST's physical agility requirements are as follows:

- Run/Jog/Walk 880 Yards in 8 minutes or less
- Lift 50 pound object and carry it 20 feet
- Stoop down repeatedly to unlock a lockbox with a key
- Head first on your back under a 24" barrier
- Climb a ladder go through a hatch and go back down

☐ Yes

☐ No

7. Have you ever been charged with a felony that resulted in conviction or withheld judgement?

☐ Yes

☐ No

8. Have you been on felony or misdemeanor probation in the last twelve months?

☐ Yes

☐ No

9. Have you ever been convicted of domestic violence?

Federal law prohibits individuals convicted of domestic violence from carrying a firearm.

☐ Yes

☐ No

10. This checklist contains statements about work situations or duties that Food

Service Officers perform on the job. Read each statement and decide if you are willing to perform the duties required.

You must meet all of the following to qualify for this position.

- A) Participate in training to learn and develop techniques and skills required of a food service officer
- B) Work in the high-stress and hostile environment of a correctional institution
- C) Deal with inmate harassment, threats, and verbal abuse
- D) Deal with violence, break up fights, and assist in controlling disturbances
- E) Conduct a thorough body search of inmates, visitors, or other suspects for contraband and weapons
- F) Work alone and unarmed to guard and supervise the activities of unrestrained adult inmates when necessary
- G) Perform routine searches of kitchen areas for contraband
- H) Take instruction and follow Idaho Department of Correction (IDOC) policies, procedures and rules
- I) Participate in investigations, write inmate incident reports, and give testimony in court
- J) Work any shift including day, swing, and graveyard
- K) Work weekends, holidays, and overtime
- L) Set aside any personal prejudices and be fair in dealing with inmates
- M) Refrain from the use and possession of any tobacco products during working hours and while on Department of Correction property

☐ Yes

☐ No

11. Describe your work experience preparing and serving food in a food service operation.

Typically gained by completion of formal training directly related to this work; OR at least one year experience preparing and serving food in a food service operation. Include in your response the type of food service establishment (i.e. fast food restaurant, family dining restaurant, hospital, military, school cafeteria), the types of foods you prepared, any

experience with special diets, and the number of meals served.

Be sure to include any additional training, education and/or experience that you may have, as this may increase your score.

Answer

12. How have you gained some knowledge of supervision?

Select the answer that best fits your knowledge of supervision. You must possess the experience, education or training in A, B or C in order to qualify. Your resume must support your response.

Supervision of offenders is non-qualifying

- ☐ A. I have completed a class or seminar which was more than 1 day specifically covering supervisory practices; OR completed a college course covering supervisory practices; OR I have at least three (3) months experience as a leadworker or supervisor that involved work assignment, direction, and monitoring of staff
- ☐ B. I have at least six (6) months experience as a leadworker or supervisor that involved work assignment, direction, and monitoring of staff; OR six (6) months experience as a Field Training Officer (FTO) that involved work assignment, direction and monitoring performance of at least two (2) staff within the last five (5) years
- ☐ C. I have at least one (1) year of experience as a a leadworker or supervisor that involved work assignment, direction, and monitoring of staff; OR one (1) year experience as a Field Training Officer (FTO) that involved work assignment, direction and monitoring performance of at least four (4) new hires within the last five (5) years
- ☐ D. I do not have the experience, education, or training listed above

13. Describe your work experience using and caring for cooking utensils and equipment.

This is typically gained by at least six months work experience in commercial food service operation using and caring for cooking utensils and equipment. Include in your response the type of equipment you have used, the size of food service operation, and any experience you may have training others in the the use and care of food utensils/equipment.

Answer

14. Choose the response below that best describes your experience using a computer for creating documents, collecting, and inputting data.

Typically gained by at least one (1) year utilizing a computer for creating documents, collecting, and inputting data; OR completion of a college-level course which included hands-on experience utilizing computer software applications.

- ☐ I have at least 1 year of experience utilizing a computer for creating documents and collecting and inputting data
- ☐ I completed a college-level course which included hands-on experience utilizing computer software applications.
- ☐ I have at least 2 years of experience using a computer to create documents, collect and input data.
- ☐ I completed a college level course which included hands-on experience utilizing computer software to enter and retrieve information AND I have at least 2 years of experience using variety of computer programs to enter and retrieve information, input data, create documents and prepare reports.
- ☐ I do not have the experience listed above.

15. Describe your experience documenting plate and meal counts, monitoring food temperatures, processing and recording inventory, and creating reports

Typically gained by at least 6 months of full time work experience in a food service operation with the responsibility to document plate and meal counts, monitor food temperatures, processing and recording inventory, and creating reports.

Answer

16. Describe how you have gained some knowledge of sanitation and safety practices used in food handling and preparation.

Typically gained by completion of formal training and/or coursework such as State Sanitation Course, ServSafe Training an at least 6 months of paid work experience in the food service industry that included on the job training specifically covering food service sanitation and safety practices.

Answer

17. Describe your experience distributing equipment and/or supplies in a food service operation.

Typically gained by at least 3 months of paid work experience the responsibility to pull ingredients for a recipe.

Answer

18. (0200) Specialty Area: I am able to speak Spanish and English fluently. If you select 'yes' you may be assessed on your abilities during a hiring interview.

This specialty area is not required for all positions. Please check the job announcement to determine if it is required for the current opening. Responding “no” to this item will not disqualify you from positions that do not require this specialty.

- ☐ Yes
- ☐ No

19. IMPORTANT: You MUST add your customized resume to the space provided or you will fail this exam. Your resume MUST support your answers provided in this exam. Inaccurate information may result in your removal from this register.

Emphasize you education, experience, and training directly related to the exam questions.

If you do not have your resume prepared, click on "finish later". Once your resume is completed, you will need to return to this exam question, copy and paste it in the space below Once you insert your resume, click on "save exam answer". Scroll down to review your exam responses and submit your completed exam by the closing date.

PLEASE NOTE: Any special formatting such as underlines, tabs, bolding, indenting, numbering and bullets in your resume will be removed when you copy and paste it from WORD into the space below - this is OK! We are only interested in the content.

Insert your resume here.